

## **INSTRUCTIONAL ASSOCIATE (Senior Lab Technician) – CHEMISTRY**

**Closing Date: Thursday, June 22, 2017**

**POSITION AVAILABLE:** Two regular full-time, classified staff (non-teaching) positions, 40 hours per week, 10 months per year. This is an “extended day” position, subject to possible fluctuations in daily working hours, and may be exempt from compensation for overtime in excess of 8 hours in one day. Hours worked in excess of 40 hours in a week period shall be compensated on an overtime basis. May work day and/or evening hours with occasional weekends on an as-needed basis. The person selected for this position will be subject to assignment to any district facility during any hours of operation.

**SALARY & BENEFITS:** Starting \$5,547.50 per month and a full benefit package which includes employer-paid medical, dental, and vision plans for employee and dependents; \$100,000 employee life insurance; other optional coverages; and membership in the California Public Employees’ Retirement System (CalPERS).

**BASIC FUNCTION:** Under the direction of an assigned supervisor, assist the chemistry instructors by performing complex technical work and preparation for the chemistry teaching laboratories; exercise judgment and initiative in coordinating labs and other instructional facilities and materials of the assigned area of chemistry.

**REPRESENTATIVE DUTIES:**  
***(E = essential job function)***

Duties and responsibilities may include, but are not limited to, the following:

1. Support the instructional activities of the chemistry faculty within the Chemistry Department. **(E)**
2. Prepare laboratory experiments and demonstrations supporting both inorganic and organic classes; set up and calibrate analytical instruments. Set up and supervise experiments, mixing and dispensing chemicals, issuing materials, setting up equipment, checking student work, disposing of chemicals and materials, checking in tools, equipment and materials and maintaining appropriate records. **(E)**
3. Conduct tests of experiments to determine expected results and possible problems.
4. Assist instructors, staff and students in the use of a variety of equipment, materials and supplies in an instructional laboratory setting, including microcomputer hardware and software applications; design, modify and enforce lab procedures and policies; calibrate scientific equipment, hand and power tools and large machinery as required. **(E)**
5. Provide assistance and guidance in the maintenance of required safety practices as mandated by OSHA and other regulatory agencies, including proper laboratory and stockroom safety procedures and proper collection, storage and disposal of hazardous wastes. **(E)**
6. Order, receive, catalog and store supplies, materials and equipment by managing the program’s budget and assets through the campus PeopleSoft Financials system; direct

and participate in inventory of lab equipment and materials, assuring that adequate quantities are available for instructional use; mark equipment with approved identification. Keep and update computer-based chemical and equipment inventories. **(E)**

7. Maintain equipment, including computer-based laboratory equipment and analytical instruments, in good working order. **(E)**
8. Establish and monitor lab schedules for tutors and student workers; provide work direction, train and informally evaluate the work of tutors and student workers; sign student workers' time records. **(E)**
9. Attend faculty meetings, participate on committees and attend conferences, classes and workshops to maintain, update and increase knowledge and skills in the chemistry field.
10. Provide information on available resources to students; encourage student participation and advise students regarding learning materials available.
11. Operate and instruct others in the use of a variety of technical or specialized equipment related to area of specialty including microcomputers and related computerized equipment. **(E)**
12. Prepare, distribute and explain orientation materials for instructional personnel and students. **(E)**
13. Monitor students in class work procedures; demonstrate safety and emergency procedures in class and workshop situations; assure security of lab materials, equipment, machinery, computers and software. **(E)**
14. Participate in the planning, design and construction of department instructional facilities. **(E)**
15. Develop or assist in developing department budgets; coordinate purchases and other expenditures; monitor accounts and transfer funds as appropriate; maintain records and prepare related reports. **(E)**
16. Maintain learning environment in a safe, clean and orderly condition; make minor repairs and adjustments to learning equipment; perform more complex or technical repairs and create specialized tools, instruments, equipment or facilities as needed. **(E)**
17. Provide technical assistance in the preparation of specifications for equipment and material purchases; interview vendors to assess new equipment and supplies and recommend selection as requested. **(E)**
18. Assist in developing recruitment programs for prospective and continuing students; assist in recruiting students for assigned programs. **(E)**
19. Operate District vehicles as required.
20. Perform related duties as assigned.

#### KNOWLEDGE OF:

1. College-level chemistry.
2. Instructional and tutorial techniques.
3. Filing and business correspondence.
4. Library research techniques.
5. Basic reference materials and effective study techniques.
6. Tools, machines and equipment of the chemistry laboratory.
7. Recordkeeping techniques.
8. Modern office practices, procedures and equipment.
9. Proper methods of storing equipment, materials and supplies.
10. Health and safety regulations and practices.
11. Correct English usage, grammar, spelling, punctuation and vocabulary.
12. Technical aspects of field of chemistry and related fields of study.
13. Interpersonal skills using tact, patience and courtesy.

#### ABILITY TO:

1. Perform at a college graduate level or experiential equivalent in the field of chemistry.
2. Set up, design and operate assigned departmental equipment with skill.
3. Read, understand, interpret and apply department or college rules, policies and technical materials relating to assigned field.
4. Plan, schedule, train and review the work of student assistants.
5. Use a variety of audio-visual equipment and materials.
6. Generate enthusiasm for learning.
7. Provide instructional assistance and technical advice to students on the availability and uses of instructional materials and equipment.
8. Communicate clearly and concisely in English, both orally and in writing.
9. Design and produce displays, experiments and multi-media materials.
10. Operate a variety of equipment related to area of learning including specialized and highly technical equipment and machinery.
11. Analyze situations accurately and adopt an effective course of action.
12. Establish and maintain cooperative and effective working relationships with others.

#### MINIMUM QUALIFICATIONS:

To be eligible for this position, you must meet and provide evidence of the following minimum qualifications:

1. Education equivalent to a Bachelor's degree in Chemistry or Biochemistry or a closely related scientific discipline **AND** one year of related work experience; **OR**
2. An Associate degree **AND** four years of related work experience.

(IMPORTANT: for work experience, a "year" is defined as equivalent to 40 hours per week for 12 months, or at least 2,080 hours.)

To view MiraCosta College's equivalency guidelines for classified positions go to [http://www.miracosta.edu/administrative/hr/downloads/Equivalency\\_Guidelines\\_for\\_Classified\\_Positions.pdf](http://www.miracosta.edu/administrative/hr/downloads/Equivalency_Guidelines_for_Classified_Positions.pdf)

#### DESIRABLE QUALIFICATIONS:

1. At least two years' experience working in a chemistry laboratory, preferably in an instructional setting.

2. Experience in the following: preparing experiments and prep sheets for chemistry lab course; chemical stockroom organization, upkeep and inventory; maintaining and operating instruments for chemical analysis, such as FTIR, NMR, UV-VIS spectrometers, liquid chromatography and gas chromatography.
3. Working with PC computers, especially computer-based control of instruments and inventory systems and Vernier LabPro.
4. Strong organizational skills in inventory management, budgeting, ordering chemicals and supplies, preparing experiments, maintaining lab schedules, etc.
5. OSHA HAZWOPER (Hazardous Waste Operations and Emergency Response) certification.
6. Ability to perform simple mechanical and/or electronic repairs.
7. Proficiency with MS Word, MS Excel, and other job-related software and ability to learn PeopleSoft Financials system.
8. Ability to work and communicate effectively with instructors and students.
9. Ability to work well under pressure and deal with unexpected situations.
10. Experience and understanding of the roles and responsibilities of an Instructional Associate.

#### APPLICATION PROCEDURE:

**Apply and submit application materials through MiraCosta College's online application system at <https://jobs.miracosta.edu>.** Once you are in the system, we strongly advise you to read the FAQ (Frequently Asked Questions) and the information on "How to Apply" before starting the application process.

In order to be considered for this position, you must submit the following documents directly in the online system and finish applying and receive a confirmation number by 11:59 PM on the closing date:

1. Application for Classified Employment. All experience relevant to this position must be listed on the application form.
2. Cover letter addressed to the "Screening and Interview Committee" describing how you meet the minimum and desirable qualifications, representative duties, and knowledge and abilities as described in the job posting.
3. A current resume or curriculum vitae summarizing your educational background and experience.
4. Transcripts of college coursework which provide evidence of meeting the minimum qualifications as stated above. Unofficial or legible photocopies are acceptable. If a degree(s) was earned, the transcripts must state that the degree was awarded. Any degree/coursework used to satisfy the minimum qualifications must be from a postsecondary institution accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation.

If your degree(s) is from a college or university outside of the United States, you must submit a detailed evaluation from a professional evaluation agency. To view a list of agencies approved by the California Commission on Teacher Credentialing, go to <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>. Transcripts or translations in English still require the evaluation to show the U.S. equivalence of your degree.

**NOTE:** Do not submit any additional documents as they will be removed.

**NOTE:** When you "APPLY FOR THIS POSTING," you will eventually be asked to answer the additional question(s) listed below. Your answers will appear toward the bottom of the application form.

- MiraCosta College is an Equal Opportunity Employer with a commitment to diversity. Describe your own commitment to diversity and how you will meet the minimum qualifications of "sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic background of community college students."

The screening and interview committee will review application materials three to four weeks following the closing date. Applicants selected for interview will be contacted by phone; those not selected for interview will be notified by e-mail once interview candidates have been scheduled.

Offer of employment to the person selected for this position is contingent upon 1) successful completion of a pre-placement physical exam at district expense; 2) submission of a current tuberculosis test clearance; 3) proof of eligibility to work in the United States; and 4) fingerprint clearance.

Individuals with qualified disabilities who need accommodation with any aspect of the application and/or interview process should contact Human Resources at 760.795.6854 at least five days prior to the closing date.

Retired STRS members are not eligible for these positions.

**PHYSICAL EFFORT:** Frequent standing, walking, bending and stooping; standing sometimes required for prolonged periods of time and while washing glassware; lifting and/or carrying of objects weighing up to 50 pounds; ability to work at computer for extended periods of time, including repetitive use of computer keyboard, mouse or other control devices; ability to travel to a variety of locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:** Ability to develop and maintain effective working relationships involving interactions and communications in person, by telephone, and in writing with students, staff, faculty and others from diverse backgrounds on a regular, on-going basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities; ability to appropriately respond to emergency situations on an as-needed basis.

**WORKING CONDITIONS:** Primarily works in an instructional lab or classroom environment; exposure to equipment, biological and chemical hazards, including heat and odors from autoclaves; subject to frequent contact and interruptions by individuals in person or by telephone. May work at any district location or authorized facility during day and/or evening hours with occasional evenings, holidays and/or weekends on an as-needed basis. Occasional local travel may be requested.

**MISSION STATEMENT AND INSTITUTIONAL GOALS:**

The MiraCosta Community College District mission is to provide superior educational opportunities and student-support services to a diverse population of learners with a focus on their success. MiraCosta offers undergraduate degrees, university-transfer courses, career- and-technical education, certificate programs, basic-skills education, and lifelong-learning opportunities that strengthen the economic, cultural, social, and educational well-being of the communities it serves.

Goal I. MiraCosta Community College District will become a vanguard educational institution committed to innovation and researched best practices, broad access to higher education, and environmental sustainability.

Goal II. MiraCosta Community College District will become the institution where each student has a high probability of achieving academic success.

Goal III. MiraCosta Community College District will institutionalize effective planning processes through the systematic use of data to make decisions.

Goal IV. MiraCosta Community College District will demonstrate high standards of stewardship and fiscal prudence.

Goal V. MiraCosta Community College District will be a conscientious community partner.

#### THE DISTRICT, STAFF AND STUDENTS:

The MiraCosta Community College District is one of California's 113 public community colleges. The district includes the communities of Oceanside, Carlsbad, Encinitas, Cardiff, Olivenhain, Leucadia, Solana Beach, Rancho Santa Fe, Del Mar, and parts of Carmel Valley. The single college district is governed by a seven-member Board of Trustees who are elected from each of the district's seven communities.

MiraCosta offers undergraduate degrees, university-transfer courses, career-and-technical education, certificate programs, basic-skills education, and lifelong-learning opportunities. Beginning in Fall 2017 the college will offer a Bachelor of Science degree in Biomanufacturing.

The college's fee-based Community Education program provides a wide variety of classes, workshops, and excursions. Tuition-free, noncredit classes also present a variety of learning opportunities at the Community Learning Center and throughout the community.

MiraCosta College partners with the North San Diego Small Business Development Center, which provides service to all of North San Diego and Imperial Counties.

MiraCosta College employs 198 full-time faculty, 351 regular classified staff, 13 classified administrators and 15 academic administrators. An additional 606 associate faculty teach in the credit and noncredit programs, and about 150 educators or contract staff provide community education and workforce development activities. MiraCosta students are diverse, including representation from all of California's major racial/ethnic groups and ages. The college has been designated as a Hispanic Serving Institution (HSI) and a military-friendly organization. The credit student population is approximately 33% Hispanic, 8% Asian, 4% African American, and 7% two or more races. Diversity is also evidenced by student-veterans, re-entry students, individuals with disabilities, international students, and LGBTQIA. The district boasts a long history of commitment to collegiality, civility, and mutual respect.

#### THE SITES:

The district consists of three campus sites, plus the Technology Career Institute, and robust online education offerings.

The Oceanside Campus houses a comprehensive public community college, offering credit, career technical and noncredit courses. In the 2016 academic year, the college offered general education

credit courses that applied toward 62 degrees, 51 Certificates of Proficiency and 59 Certificates of Achievement. Noncredit classes tailored for older adults and community education courses are also offered on this campus. The majority of the district's students attend the Oceanside Campus, approximately 10,500 students.

The San Elijo Campus is positioned as the district's transfer-focused site and offers a wide range of credit courses leading to transfer and almost 40 associate degrees and career certificates. Each semester, more than 200 sections are offered on this campus to a student body of over 3,000 students, with support services in tutoring, counseling, library, wellbeing, and student activities. A rich variety of community services courses are also offered year round at the San Elijo Campus.

The Community Learning Center (CLC) serves approximately 2,500 students, and hosts a wide variety of noncredit programs, including English as a second language, the Adult High School Diploma Program, classes for older adults, health classes, parenting, and classes for those who are physically and mentally challenged. The center also houses the Cisco Networking Academy, which prepares students for computer industry certifications. Credit courses that fulfill general education requirements are also offered at this site. The credit courses offered at the CLC are intended to support students' transition from noncredit to credit enrollment.

The Technology Career Institute & Small Business Development Center relocated to central Carlsbad in March 2015. It offers classes and certificate programs to skilled workers in industries such as high-tech manufacturing, maritime technology, and biotech manufacturing, and provides resources, workshops, and leadership programs for small businesses.

MiraCosta College began offering online courses in 1995. The district typically offers approximately 200 fully online class sections each semester, with another 100 sections offered partially online, serving about 6,000 students.

#### ACCREDITATION:

MiraCosta College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Boulevard, Suite 204, Novato, CA 94949, 415.506.0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education and approved by the California State Department of Education Office of Private Post-Secondary Education for training veterans and other eligible persons under the provisions of the GI Bill of Regulations. The University of California, California State Universities, and private universities of high rank give credit for transfer courses completed at MiraCosta College.

MiraCosta College is approved by the following: California State Board of Registered Nursing, Commission on Accreditation of Allied Health Education Programs, State Board of Vocational Nurse and Psychiatric Technicians, California Department of Public Health Aide and Technician Certification Section, Commission on Peace Officer Standards and Training, National Certification Board for Therapeutic Massage and Bodywork, Accrediting Commission for Schools, California State Department of Education, University of California.

#### THE AREA:

Situated between San Diego and Los Angeles, MiraCosta College benefits from multicultural influences and cultural opportunities. Interstate 5, Amtrak, and Carlsbad regional airport provide easy access to either metropolis and to Mexico. The district, which extends 25 miles along the Pacific Ocean from Camp Pendleton Marine Corps Base to the city of San Diego, attracts diverse ethnic and socioeconomic populations who live in urban and suburban communities. The

intellectual environment is enhanced by the college's proximity to the University of California San Diego, California State University San Marcos, and other institutions of higher education. Along with numerous theaters, galleries, and museums, residents enjoy a moderate, year-round climate, which provides many opportunities for outdoor activities.

CAMPUS SAFETY:

As per the Clery Act of 1998, the campus security report can be found at [http://www.miracosta.edu/studentservices/police/downloads/safety\\_report.pdf](http://www.miracosta.edu/studentservices/police/downloads/safety_report.pdf)

EEO STATEMENT:

MiraCosta College is an Equal Opportunity Employer and is committed to providing an educational environment which affirms and supports diversity in its faculty, staff, and administration, and promoting an environment of inclusion. The college's commitment to diversity, equity and inclusion is expressed in the policy found at

<http://www.miracosta.edu/officeofthepresident/board/downloads/3400BP-Diversity-Equity-Inclusion-Adopted4-6-16.pdf>

MiraCosta College  
Attn: Human Resources  
1 Barnard Drive  
Oceanside CA 92056

jobs@miracosta.edu  
760.795.6854